

Portal User Group Meeting

November 8, 2012

Agenda

- Welcome
- Accessibility Reminders
- Service and Software Updates
- Reminders



>Welcome

Portal Management Group

- Angela Taetz – Manager
- Mario Mezzio
- Craig Mollison
- Scott Hoang
- Margie Hasen

Accessibility Reminders

Pam Casiano

Website Accessibility Update

- State Employment Application fillable form is accessible, posted soon by DAS.
- State Accessibility Website will be migrated to the portal
- Accessibility Listserv:
<http://www.access.state.ct.us/listserv/index.htm>

Service and Software Updates

CT.gov Portal Information (CPI) Site

- The CPI site has been consolidated into the BEST website (www.ct.gov/best)
- Information has been reviewed, revised, and re-organized

DSF Users Site

- DSF Users site is designed to keep System Admin information available on the web
- <http://seedeater.ct.gov/dsfusers>
- You can find software and downloads to correct issues with DSF
 - Please check with the Portal Management Group before installing these softwares

Executive Branch Agencies

- The list of all Executive Branch Agencies is located on CT.gov
 - <http://www.ct.gov/agencylist>
- Includes social media sites by agency
 - Notify PMG with any new social media sites
 - Refer to Social Media Policy for notification procedures

Executive Branch Agencies (Consolidated Agencies)

- Consolidated Agency Websites have been moved to a new page for archival purposes
- <http://www.ct.gov/ctpportal/cwp/view.asp?A=843&Q=461752>
- Only official agencies are listed on the Executive Branch page

V4 Template Upgrade

- Agency Website Consolidations - 0
- Remaining Sites to be Upgraded – 1
- Home Page Redesign is not in scope
 - There is a queue for full redesigns. Contact PMG to be added to the queue.

V4 Template Upgrade - Intranets

- Agency Websites to be Upgraded - 10
- PMG will contact System Administrators to begin the process
- Will include upgrade to Google Search
- Home Page Redesign is not in scope
 - There is a queue for full redesigns. Contact PMG to be added to the queue.

Google Search Appliance

- Google Search Appliance (GSA) has been crawling all sites since July 2011
- Sites using GSA – 124
 - Includes DSF Intranet Sites

WebFile Manager Issue

- Latest version of JavaScript works
 - Java 7 update 7

Outside Vendors

- You have money and want to change all or some of the design of your website
- Contact PMG first before contacting a vendor. PMG will:
 - Review the standards that need to be followed with you
 - Review what you are trying to accomplish and how you are trying to do it to determine if the DSF software can accommodate it
 - If appropriate, discuss alternative ideas and recommendations on how to meet your business needs

Reminders

DSF Training (Basic)

- PMG is offering basic DSF training
- We are scheduling one class a month at DAS/BEST
- The classes are geared for new users or those that need a refresher
- New users will be given priority for the classes.
 - Returning users will be placed on a wait list and notified 1 week prior to the class if there is availability.
- If you have Content Admins who need this training, please submit a work request

DSF Training (Advanced)

- If you or your staff need advanced training (beyond the class offered), submit a Work Request, and we will schedule a one-on-one session
- Please note that our availability for these advanced training sessions may be limited due to other projects and deadlines

Requests For Service

- To request a service or report a problem, use the online form
 - <http://www.ct.gov/doitservices/cwp/view.asp?a=1200&Q=257978>
- If it is an emergency or you cannot access the form, contact the Help Desk by phone at (860) 622-2300

Requesting Services

- System Admins should be the only ones requesting services
 - Content Admins or users should not be putting in RFS tickets
 - Exception: If there is an outage or a major problem, the Help Desk should be contacted immediately

Requesting Services

- Please use the RFS ticketing system (IMPACT) or the Help Desk to request services
- If you feel the need to contact PMG directly, please email pmg@ct.gov
- Do not contact individual PMG staff members directly (including Angela)
 - If that individual is out or in meetings or otherwise occupied, your request could sit until their return

Housekeeping

- Clean out eAlert and Routing queues
- Some sites have hundreds of pages of eAlerts or Routing notifications
 - These are all stored in the DSF database

System Admin Information

- PMG would like to update our System Contact List
- Form URL (Create Form)

2013 Portal User Group Meetings

- March 6, 2013
- June 5, 2013
- September 18, 2013
- December 4, 2013

Questions & Comments